

SmallPHAPlanUpdate
AnnualPlanforFiscalYear:2003

nm026v03
MAXWELL
HOUSING
AUTHORITY

**PHA Plan
Agency Identification**

PHAName: Village of Maxwell Public Housing Authority

PHANumber: NM026

PHA Fiscal Year Beginning: (07/2003)

PHA Plan Contact Information:

Name: Robert Portillos, Executive Director

Phone: (505) 375 -2745

Email: maxwellha@bacavalley.com

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☒ Main administrative office of the local, county or State government
- ☐ Public library
- ☐ PHA website
- ☐ Other

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

PHA Programs Administered :

- ☐ Public Housing and Section 8 ☐ Section 8 Only ☒ Public Housing Only

AnnualPHAPlan

FiscalYear2002

[24CFRPart903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

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<input checked="" type="checkbox"/> Attachment A: Supporting Documents Available for Review	
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<input checked="" type="checkbox"/> Attachment D: Resident Advisory Board	
<input checked="" type="checkbox"/> Attachment E: Pet Policy	
<input checked="" type="checkbox"/> Attachment F: CFPP Performance and Evaluation Statements	
<input checked="" type="checkbox"/> Attachment G: Deconcentration Policy	
<input checked="" type="checkbox"/> Attachment H: Certification for Police Unit NM026 -02	
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ii.ExecutiveSummary

[24CFRPart903.79(r)]

At PHA option, provide a brief overview of the information in the Annual Plan

The Maxwell Public Housing Authority will continue to focus on four major areas: Housing Management, CFP Grant Program, Maintenance, and Programs. The Housing Management Staff will concentrate on rent collection, lowering the vacancy rate and maintaining the management standards. The CFP Program will follow the Annual Plan submitted to HUD this year. The maintenance staff will continue to be aggressive with work orders and provide additional assistance to reduce the amount of vacant units. Programs will consist of Drug Elimination, Resident Council initiatives, and leveraging dollars to expand the effectiveness of these programs to promote Community, Individual Self Sufficiency, Reduce Crime, and create a better environment to live.

1.Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

Revision and Adoption of New Pet Policy implementing Changes required by the Final Rule.

Residents of the Town of Maxwell Public Housing Authority may own and keep pets in their dwellings. Management must approve of any animal except for caged birds, fish, and Seeing Eye or Hearing Ear Animals (Animals that provide assistance, support, or service persons with disabilities and are needed as a reasonable accommodation to such individuals, are not "common household pets." Rather they are Assistive animals, necessary to provide the individual with an opportunity to use and enjoy the dwelling to the same extent as residents without disabilities. This exclusion applies to such animals that reside in public housing, as that term is used in § 960.703, and such animals that visit these developments.

Revision and adoption of the Admission and Continued Occupancy Policy changes required by the Final Rule .

The Maxwell Housing Authority made changes to the Admission and Continued Occupancy Policy to reflect changes required by Federal Register Part IV dated July 10, 2000 regarding Pet Ownership in Public Housing Final Rule, Changes to Admission and Continued Occupancy Requirements in Public Housing and Section 8 Housing Assistance Programs to conform to the Federal Register Part II dated March 29, 2001 Determining Adjusted Income in HUD Programs Serving Persons with Disabilities: Requiring Mandatory Deductions for Certain Expenses; and Disallowance for Earned Income; Final Rule.

2.Capital Improvement Needs

[24CFRPart903.79(g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

- A. ☒ Yes ☐ No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? **\$49,670.**

C. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5 - Year Action Plan

The Capital Fund Program 5 - Year Action Plan is Attached as **Attachment B**

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as **Attachment F**

3.D Demolition and Disposition

[24 CFR Part 903.79(h)]

Applicability: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to next component; if "yes", complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity:

- b. Actual or projected start date of relocation activities:
c. Projected end date of activity:

4. Voucher Homeownership Program

[24CFR Part 903.79(k)]

- A. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

B. Capability of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capability to administer the program by (select all that apply):

- ☐ Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment comes from the family's resources
- ☐ Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- ☐ Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24CFR Part 903.7(m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ _____
- C. ☐ Yes ☒ No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. ☐ Yes ☐ No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are Attached at **Attachment D**

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ The PHA changed portions of the PHA Plan in response to comments. A list of these changes is included
☐ Yes ☐ No: below or
☐ Yes ☐ No: at the end of the RAB Comments in Attachment

☒ Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in **Attachment D**

☐ Other: (list below)

B. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: Colfax County

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- ☐ Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

☐ Yes ☒ No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

1. Identifies Housing needs my market Analysis
2. Identifies homeless population
3. Identifies community and economic development needs and establishes long-term strategies for meeting priority needs of the Community
4. Identifies resources that can be tapped into

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

Changes to the “PHA Mission and Goals” are considered substantial deviation from the 5-year plan. The PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD Review before implementation.

Changes to the “New Policies or Capital Needs” are considered a Significant Amendment to the Annual Plan. The PHA will subject a change to the policies or activities described in the Annual Plan to a full public hearing and HUD Review before implementation.

A. Substantial Deviation from the 5 -year Plan: N/A

NONE

B. Significant Amendment or Modification to the Annual Plan:

Revision and Adoption of New Pet Policy implementing Changes required by the Final Rule .

Residents of the Town of Maxwell Public Housing Authority may own and keep pets in their dwellings. Management must approve of any animal except for caged birds, fish, and Seeing Eye or Hearing Ear Animals (Animals that provide assistance, support, or service persons with disabilities and are needed as a reasonable accommodation to such individuals, are not “common household pets.” Rather they are Assistive animals, necessary to provide the individual with an opportunity to use and enjoy the dwelling to the same extent as residents without disabilities. This exclusion applies to such animals that reside in public housing, as that term is used in §960.703, and such animals that visit these developments.

Revision and adoption of the Admission and Continued Occupancy Policy changes required by the Final Rule.

The Maxwell Housing Authority made changes to the Admission and Continued Occupancy Policy to reflect changes required by Federal Register Part IV dated July 10, 2000 regarding Pet Ownership in Public Housing Final Rule, Changes to Admission and Continued Occupancy Requirements in Public Housing and Section 8 Housing Assistance Programs to conform to the Federal Register Part II dated March 29, 2001 Determining Adjusted Income in HUD Programs Serving Persons with Disabilities: Requiring Mandatory Deductions for Certain Expenses; and Disallowance for Earned Income; Final Rule.

Attachment A

Supporting Documents Available for Review

PHAs are to indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
N/A	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers in Public Housing <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies

N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
N/A	PHDEP-related documentation: <ul style="list-style-type: none"> Baseline law enforcement services for public housing developments assisted under the PHDEP plan; Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; Coordination with other law enforcement efforts; Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Maxwell Public Housing Authority		Grant Type and Number Capital Fund Program: NM02P026909-99 Capital Fund Program Replacement Housing Factor Grant No:		Federal FY of Grant: 1999	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: December 31, 2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations	\$4,063	\$21,808.14	\$21,808.14	\$4,063
3	1408 Management Improvements				
4	1410 Administration	\$1,973	\$1,973	\$1,973	\$1,973
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment — Nonexpendable	\$29,600	\$14,538.15	\$14,538.15	\$14,538.15
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$5,000	\$2,316.71	\$2,316.71	\$2,316.71
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$40,636	\$40,636	\$40,636	\$22,890.86

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Maxwell Public Housing Authority		Grant Type and Number Capital Fund Program: NM02P026909-99 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 1999
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: December 31, 2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

PartII:SupportingPages

[illegible]

PartIII:ImplementationSchedule

[illegible]

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHAName: Maxwell Public Housing Authority	Grant Type and Number Capital Fund Program: NM026501-00 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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☐ Original Annual Statement
 ☐ Reserve for Disasters/Emergencies
 ☐ Revised Annual Statement (revision no:)
 ☐ Performance and Evaluation Report for Period Ending: **December 31, 2002**
☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	\$5,004	\$50,041	\$50,041	\$50,041
3	1408 Management Improvements				
4	1410 Administration	\$2,500	0	0	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment — Nonexpendable	\$25,037	0	0	
12	1470 Nondwelling Structures	\$17,000	0	0	
13	1475 Nondwelling Equipment	\$500	0	0	
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2 -19)	\$50,041	\$50,041	\$50,041	\$50,041
21	Amount of line 20 Related to LBP Activities				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Maxwell Public Housing Authority		Grant Type and Number Capital Fund Program: NM026501-00 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: December 31, 2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security	\$1,232			
24	Amount of line 20 Related to Energy Conservation Measures	\$12,000			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAName: Maxwell Public Housing Authority		Grant Type and Number Capital Fund Program#: NM02P026501-00 Capital Fund Program Replacement Housing Factor#:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
NM026	Transfer 100% to Operations	1406		\$5,004	\$50,041		\$50,041	
	Admin CFP Coordinator	1410		\$2,500				
	Install 10 Furnaces	1465.1		\$12,000				
	Purchase 11 Storage Sheds	1470		\$15,000				
	Install 14 Ceiling Fans	1465.1		\$4,900				
	Paint	1465.1		\$1,350				
	Purchase 10 Water Heaters	1465.1		\$2,800				
	Purchase 3 Gas Stoves	1465.1		\$1,500				
	Purchase 1 Table Saw	1475		\$500				
	Purchase 22 Set of Matching Locks	1465.1		\$880				
	Purchase 44 180 Degree Viewers	1465.1		\$352				
	Purchase Maintenance Supplies	1465.1		\$1,255				

AnnualStatement/PerformanceandEvaluationReport							
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)							
PartIII:ImplementationSchedule							
PHAName: MaxwellPublicHousingAuthority			GrantTypeandNumber CapitalFundProgram#: NM02P026501-00 CapitalFundProgramReplacementHousingFactor#:				FederalFYofGrant: 2000
DevelopmentNumber Name/HA-Wide Activities	AllFundObligated (QuartEndingDate)			AllFundsExpended (QuarterEndingDate)			ReasonsforRevisedTargetDates
	Original	Revised	Actual	Original	Revised	Actual	
NM026	09/2001		04/01	12/2001		04/01	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHAName: Maxwell Public Housing Authority	Grant Type and Number Capital Fund Program: NM02P026501-01 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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☐ Original Annual Statement
 ☐ Reserve for Disasters/Emergencies
 ☐ Revised Annual Statement (revision no:)
 ☒ Performance and Evaluation Report for Period Ending: December 31, 2002
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	\$5,100		\$5,100	\$5,100
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit	\$500		\$500	\$500
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$5,000		\$5,000	\$1,605.30
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$40,438		\$40,438	\$40,438
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2 -19)	\$51,038		\$51,038	\$47,643.30
21	Amount of line 20 Related to LBP Activities				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Maxwell Public Housing Authority		Grant Type and Number Capital Fund Program: NM02P026501-01 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: December 31, 2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAName: Maxwell Public Housing Authority		Grant Type and Number Capital Fund Program#: NM02P026501-01 Capital Fund Program Replacement Housing Factor#:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
NM026	Operations	1406		\$5,100		\$5,100	\$5,100	
	Audit Fees	1411		\$500		\$500	\$500	
	Fees and Costs	1430		\$5,000		\$5,000	\$1,605.30	
	Retile Units, Showers, Sinks	1460		\$40,438		\$40,438	\$40,438	
	TOTAL			\$51,038		\$51,038	\$47,643.30	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

[illegible]

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHAName: Maxwell Public Housing Authority		Grant Type and Number Capital Fund Program: NM02P026501-02 Capital Fund Program Replacement Housing Factor Grant No:		Federal FY of Grant: 2002	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: December 31, 2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	\$4,847			
3	1408 Management Improvements	\$2,000		\$187	\$186.16
4	1410 Administration				
5	1411 Audit	\$500			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$1,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$40,119		\$21,017	\$21,017.82
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2 -19)	\$48,466		\$21,204	\$21,203.98
21	Amount of line 20 Related to LBP Activities				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Maxwell Public Housing Authority		Grant Type and Number Capital Fund Program: NM02P026501-02 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: December 31, 2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

[illegible]

PartIII:Impleme ntationSchedule

[illegible]

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Maxwell Public Housing Authority		Grant Type and Number Capital Fund Program: NM02P026501-03 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: December 31, 2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non -CFP Funds				
2	1406 Operations	\$3,987			
3	1408 Management Improvements	\$2,000			
4	1410 Administration				
5	1411 Audit	\$500			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$2,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$31,391			
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non dwelling Structures				
13	1475 Non dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2 -19)	\$39,878			
21	Amount of line 20 Related to LBP Activities				

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Maxwell Public Housing Authority		Grant Type and Number Capital Fund Program: NM02P026501-03 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: December 31, 2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

[illegible]

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

[illegible]

Required Attachment B:

Capital Fund Program Five - Year Action Plan

Part I: Summary

PHAName **Maxwell Public**

Housing Authority

☒ Original 5 - Year Plan

☐ Revision No:

Development Number/Name/ HA-Wide	Year1	Work Statement for Year2	Work Statement for Year3	Work Statement for Year4	Work Statement for Year5
		FFY Grant: 2004 PHAFY: 2004	FFY Grant: 2005 PHAFY: 2005	FFY Grant: 2006 PHAFY: 2006	FFY Grant: 2007 PHAFY: 2007
NM026	Annual Statement	\$50,638.00	\$50,638.00	\$50,638.00	\$50,638.00
CFP Funds Listed for 5-year planning		\$50,638.00	\$50,638.00	\$50,638.00	50,638.00
Replacement Housing Factor Funds					

Capital Fund Program Five - Year Action Plan

Part II: Supporting Pages — Work Activities

Activities for

Activities for Year: 2

Activities for Year: 3

Year1		FFYGrant:2004 PHAFY:2004		FFYGrant:2005 PHAFY:2005		
	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories	EstimatedCost
See Annual Statement	NM026	Operations	\$5,100	NM026	Operations	\$5,100
		AuditFees	\$500		AuditFees	\$500
		FeesandCosts	\$5,000		FeesandCosts	\$5,000
		DwellingStructures	\$40,038		DwellingStructures	\$40,038
	TotalCFPEstimatedCost		\$50,638.00			\$50,638.00

CapitalFundProgramFive -YearActionPlan
PartII:SupportingPages —WorkActivities

ActivitiesforYear:_4 _

FFYGrant:2006

PHAFY:2006

Development Name/Number	MajorWork Categories	EstimatedCost
NM026	Operations	\$5,100
	AuditFees	\$500
	FeesandCosts	\$5,000
	DwellingStructures	\$40,038

Activitiesfor Year:_5__

FFYGrant:2007

PHAFY:2007

Development Name/Number	MajorWork Categories	EstimatedCost
NM026	Operations	\$5,100
	AuditFees	\$500
	FeesandCosts	\$5,000
	DwellingStructures	\$40,038

TotalCFPEstimatedCost \$50,638

\$50,638

Required Attachment C: Resident Member on the PHA Governing Board

1. ☒ Yes ☐ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: Gloria Lopez and Vera Cruz

B. How was the resident board member selected: (select one)?

☐ Elected

☒ Appointed

C. The term of appointment is (include the date term expires): May 2004 and May 2003

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

☐ Other. The resident who was on the governing board has moved. The PHA is in the process of re-appointing a resident to the governing board.

B. Date of next term expiration of a governing board member: May 2003

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Mayor Paul Sisneros

Required Attachment D: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

NAME	ORGANIZATION
Emily Encinias	MXHA Resident Council
Mary Cruz	MXHA Resident Council
Frances Stevens	MXHA Resident Council
Jack Stevens	MXHA Resident Council
Martha Lopez	MXHA Resident Council
Mark Cruz	MXHA Resident Council
Ruth Hyer	MXHA Resident Council

COMMENTS ATTACHED

The Maxwell Housing Authority Resident Council offered the following comments for the Maxwell Housing Authority PHA Annual Plan for Fiscal Year 2003:

1. Storage Sheds for NM026 -02.
2. Landscaping of yards.
3. Speed limits in Housing Area.
4. Energy Efficient Windows.
5. Replace and Repair Closet Doors.
6. Replace Screen Doors.

Attachment E: Pet Policy

RULES FOR PET OWNERSHIP

Residents of the Town of Maxwell Public Housing Authority may own and keep pets in their dwellings. Management must approve of any animal except for caged birds, fish, and Seeing Eye or Hearing Ear Animals (Animals that provide assistance, support, or service persons with disabilities and are needed as a reasonable accommodation to such individuals, are not “common household pets.” Rather they are Assistive animals, necessary to provide the individual with an opportunity to use and enjoy the dwelling to the same extent as residents without disabilities. This exclusion applies to such animals that reside in public housing, as that term is used in § 960.703, and such animals that visit these developments.

The following general conditions must be met.

1. Pet size is restricted to small animals less than twenty (20) pounds will generally be defined as a common household pet, i.e. cats and dogs. It is prohibited to own any type of animal classified as dangerous.
2. The number of pets per household will generally be limited to two animals per household. Additional pets in family housing as of April 1997 will be allowed to remain.
3. Pet owners will be required to pay an additional \$100 pet deposit which will be refunded at termination of occupancy if there is no damage caused by the animal. In addition there is a payment of a non refundable nominal fee to cover the reasonable operating costs to the project relating to the presence of pets of \$10 per month.
4. Pet owners must provide evidence that the pet has received necessary shots and that the pet has been licensed with the County.
5. All animals in Elderly housing will be confined to the owner's apartment and may not roam the hall or common areas.
6. When animals are taken out of the elderly apartments they must be leashed and under control at all times they remain on Authority property.
7. Owners must remain with their leashed animals at all times when the animal is outside the elderly buildings. Animals may not be let out on their own to run or prowl.
8. Owners/tenants are prohibited from tethering or chaining of any animal on Housing property.
9. In case of complaints that an animal is causing a disturbance or nuisance, management may require the pet owner to remove the pet. Failure to do so may be grounds for eviction.

10. All owners of pets in elderly housing must provide the management with a verifiable statement of the name, address and telephone number of a person who will temporarily care for the animal in case of the owner's hospitalization or vacation. This party must also permanently care for the pet in the case of the owner's inability to continue to care for the pet.
11. It is the pet owner's responsibility to immediately dispose of all waste material from the animal produced anywhere inside or outside the building on Authority property. Waste material must be disposed of in a tied, plastic bag and deposited in garbage cans provided to tenants by the Housing Authority. A \$5 fee will be assessed for each occurrence when Authority personnel must dispose of animal wastes. All tenants with pets are required to purchase and maintain renters insurance.
12. In the event of an animal bite or attack on another tenant, the pet owner is solely responsible for any costs arising from the incident.
13. All pets must be registered with the office. Pet owners must sign an amendment to their lease when they acquire the pet. Visitors are not allowed to bring pets into the elderly buildings unless the tenant they are visiting has registered the visiting pet at the office, the tenant has signed a pet amendment to their lease and the \$50 pet deposit has been paid.
14. Failure to abide by the rules of this Pet Policy may result in termination of the lease or eviction. The Authority Grievance Policy shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this pet policy.
15. If there is a question about interpretation of this policy, the applicable federal regulations shall govern the instance.
16. Pet food containers and water must be within the tenant's apartment. Tenants shall not deposit food, water or table scraps outdoors.
17. The Housing Authority reserves the right to remove or require the removal of any pet at any time for reasons of neglect or abuse, damage or infestation of the pet and for disturbing or threatening any other person.
18. Any tenant who is required to dispose of his/her pet and does not shall be subject to eviction.

PET APPLICATION/REGISTRATION

DATE: _____

TENANT: _____ ADDRESS: _____

PETNAME: _____ TYPE OF PET: _____

VETINARIAN NAME, ADDRESS AND PHONE NUMBER: _____

VERTINARIAN CERTIFICATION OF PET HEALTH: _____
DATE

NAME ADDRESS AND PHONE NUMBER OF PERSON WHO WILL PROVIDE TEMPORARY
CARE FOR PETS IN CASE OF EMERGENCY: _____

FOR CATS AND DOGS

RABIES SHOT: YES _____ NO _____ TAG EXPIRATION DATE: _____

THIS ATTACHED REGISTRATION SHALL SERVE AS OFFICIAL REGISTRATION OF ALL PETS
AND BECOME PART OF THE TENANT'S FILE.

I, _____, HAVE READ AND UNDERSTAND ALL THE PROVISIONS OF
THE TOWN OF MAXWELL HOUSING AUTHORITY'S PET POLICY. IT HAS BEEN
EXPLAINED TO ME AND I AM IN COMPLETE AGREEMENT THAT I AM PERSONALLY
LIABLE FOR THE ACTIONS OF MY PET. FURTHERMORE, I AGREE TO INCORPORATE THIS
DOCUMENT AND THE PROVISIONS OF THE PET POLICY AS AN AMENDMENT TO MY
CURRENT DWELLING LEASE AGREEMENT.

EXECUTED THIS _____ DATE OF _____, 2001.

Tenant's Signature

Date

Executive Director's Signature

Date

ATTACHMENT G: DECONCENTRATION POLICY

Section 513 of the Quality Housing and Work Responsibility Act of 1998 amends Section 16 of the establish public housing Deconcentration requirements.

USHA to

The QHWR Act requires PHA's to submit with their annual public housing plan an admission policy designed to provide for Deconcentration of poverty and mixing, by bringing higher income tenants into lower income public housing projects and bringing lower income tenants into higher income public housing projects.

A PHA may offer incentives for eligible families having higher income to occupy dwelling units in projects predominately occupied by eligible families having lower incomes, and providing for occupancy of eligible families having lower incomes, and providing for occupancy of eligible families having lower incomes in projects predominately occupied by eligible families having higher incomes.

Incentives may be made in a manner that allows the eligible family to have the sole discretion in determining whether to accept the incentive and the PHA may not take any adverse action toward the family for not accepting the incentives and occupancy of a project having lower incomes, provided that the skipping of a family to reach another family to implement the policy shall not be considered an adverse action. The PHA must implement this Admission Policy in a manner that does not interfere with the use of site based waiting list authorized under QHWR Act.

♦ Through incentives may be offered as part of QHWR Act, the PHA does not intend to offer incentives until such time as HUD offers clear guidelines on the provision of incentives by the PHA.

Through the February 18, 1999 initial guidance Notice, HUD is requiring PHA's to begin implementing this public housing Deconcentration policy. Within 120 days of the Notice (June 18, 1999), the PHA's Board of Commissioners must pass a resolution indicating that any necessary changes have been made in the PHA's admission policy. PHA's must keep this Board Resolution on file for possible HUD review. While PHA's must take necessary actions now to have an appropriate policy in place, the admission policy to promote Deconcentration of poverty also will be part of the PHA plan process from its inception.

ATTACHMENTH:

HOUSINGAUTHORITYOFTHEVILLAGEOFMAXWELL POBOX188 MAXWELLM87728 (505)375 -2745

CERTIFICATIONFORPOLICEUNIT

1. TheMaxwellHousingAuthoritydoesnothaveanyformofsecuritytopatrolthealltheUnitsandthePoliceStationwould serveasaPoliceUnit.ThePoliceStationwillbemannedseven(7)daysaweek.Duringtheweek,thePoliceStationwould beinoperationfrom8antomidnight.ThePoliceStationwouldbeinoperation24hours adayFridaythroughSunday.This planwouldhaveaPoliceOfficerondutythetmajorityofthetimeandprovidesecurityandpoliceprotectionforallthetenants oftheMaxwellHousingAuthority.TherewouldbeaPolicepresenceintheareaatalltimetoprovidetheseservices.
- 2.TheVillageofMaxwellPoliceDepartmentwouldberequiredtoprovidecopiesofincidentreportsandanypolice reports. TheDepartmentwouldprovidefreebackgroundchecksonallprospectivetenantapplicatio ns.
5. TheDepartmentwillprovidetrainingandestablihaNeighborhoodWatchforallthetenantsandneighborsintheMaxwell Housingarea.
4. TheDepartmentwillberesponsibleforprovidingtrainingforthetenantsintheareasofAbortingTelephoneSoliciting, IllegalSales,andwaystoimprovesecurityinthetenant'sindividualapartments,andmoreawarenessofIllegalDrugUseand Sales.
5. TheMaxwellHousingAuthorityandthePoliceDepartmentwillformacooperativewiththeMaxwellPublicSchools to scheduleaDAREtypeofprogramforstudentsresidingintheMaxwellHousingAuthority.
6. TheMaxwellPoliceDepartmentwillberequiredtosubmitmonthlywrittenreports,training,andseminardocumentationto beabletoprovidefuturestatisticstoapplyforfundinginthisarea.ThiswouldalsosupporttheCommunityService Requirement.
7. ThePoliceDepartmentandtheMunicipalJudgewouldberesponsibleforthedailymaintenanceandsanitationoftheleased unit.
8. ThePoliceUnitwillbelocatedatU nit613,613MaxwellAvenue,Maxwell,NM.

ATTACHMENT I:

HOUSING AUTHORITY OF THE VILLAGE OF MAXWELL
PO BOX 188
MAXWELL NM 87728
(505) 375 - 2745

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement, hereinafter referred to as "MOA", is made and entered into between the Maxwell Public Housing Authority, a governmental entity corporation hereinafter referred to as the "PHA", and the Colfax County Sheriff's Department, an organization hereinafter referred to as "CCSD". The parties hereto agree as follows:

WHEREAS, The CCSD wishes to station a Deputy Sheriff in the Village of Maxwell in order to provide County -Wide Public Service, and assistance to the Village of Maxwell Police Departments since the Village has only one Police Officer.

WHEREAS, The CCSD requires that the Village of Maxwell assists in providing housing and rental assistance for the Officer.

WHEREAS, The Mayor of the Village of Maxwell whole -heartedly sanctions this proposal and supports it.

WHEREAS, The CCSD and the Village of Maxwell agree to this proposal and will become effective February 1, 2003.

WHEREAS, 1) The Mayor of the Village of Maxwell requested assistance for housing due to the unavailability of housing in Maxwell as per letter dated January 14, 2003. **2)** The Maxwell Housing Authority Board of Commissioners approved a flat rent of \$75.00 per month at the Meeting of January 21, 2003.

WHEREAS, 1) The CCSD Sheriff's Deputy will provide security and police protection as required for all tenants of the Maxwell Housing Authority. **2)** The Maxwell Housing Authority consists of 22 Rental Units and 1 Office.

WHEREAS, 1) The Maxwell Housing Authority will provide Unit Number 515 in Project NM026 -01 and the CCSD Sheriff's Deputy will be responsible for all Utility Deposits and Security Deposits as per The Housing Assistance Guidelines. **2)** The CCSD Sheriff's Deputy will be required to meet all Tenant Policies, Rules and Regulations. **3)** The PHA enters into this agreement as per the Quality Housing and Work Responsibility Act of 1998, Section 524 -Occupancy by Police Officers and Over -Income Families.

WHEREAS, 1) The CCSD Sheriff's Deputy will be required to attend the PHA Monthly Meetings and furnish a written report of any incidents or activities on the PHA's Property. **2)** Any incidents or unusual activities will be reported to the PHA Staff within 24 hours. **3)** The CCSD Sheriff's Deputy and the PHA will coordinate training seminars and awareness programs for the tenants of the PHA. **4)** There will be at least two programs conducted yearly. **5)** The CCSD Sheriff's Deputy and the PHA will establish a Neighborhood Watch Program.

WHEREAS, This Agreement between the CCSD and the PHA may be terminated by either party here to upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination.

WHEREAS, This Agreement will be for a period of three (3) years to be renewed upon agreement of both parties.

WHEREAS, both parties herein fully understand and agree to the roles and responsibilities outlined in this agreement.

WITNESS OUR HANDS EFFECTIVE _____.

Maxwell Housing Authority
Robert Portillos
Executive Director

Colfax County Sheriff's Department
Sidney Taylor
Colfax County Sheriff

Date

Date

